

FAX

Date: _____

Time: _____

To: _____

Fax: _____

Phone: _____

From: _____

Fax: _____

Phone: _____

Pages: _____

Subject: _____

Urgency Level:

Immediate Action Required

Respond Within 2 Hours

Respond Today

Time-Sensitive Information

Message:

If you do not receive all pages or have any issues,
contact the sender immediately. _____